



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 29, 2014

TO: ALL OFFERORS

FROM: ROXANN M. PARKER, CPPB  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL #GSS14565-EMERG\_MATL  
EMERGENCY STANDBY MATERIALS AND SERVICES

**ADDENDUM # 1**

This addendum is issued to answer questions submitted by potential bidders.

Q1.) Are proposing vendors to include the cost of disposal fees in Line items 4 & 5 on Tab 7 of Appendix B-Pricing Form?

A1.) [Yes, include the disposal fees as part of the total cost for those line items.](#)

Q2.) Pg. 49, Item #8 – In cases where a proposing vendor has thousands of subcontractors in its resource network, will the State consider accepting a listing of these subcontractors, provided that list contains, at a minimum, the Part I information of the Subcontractor Information Form (Attachment 7) as an alternative to providing individual forms for each subcontractor?

A2.) [Government Support Services will accept a list of subcontractors for approval to participate in the contract. The bidder should still provide Attachment 7 with a statement directing the evaluation team to the list they are providing in lieu of forms for each subcontractor.](#)

Q3.) On Tab 8 of the pricing sheet can you explain why refueling and generator are listed on package #6 Shelter Support Package ( General Public) and #7 Shelter Support Package (Special Medical Needs)? Without quantity of fuel and size of generator, they can't be included in the package.

A3.) [Vendors are asked to provide pricing based on an 80 KW diesel generator for these two support packages.](#)

Q4.) Is there any quantity of ducting for portable HVAC?

A4.) [Since duct quantities are not included in the current scope of work, vendors are asked to include any possible duct requirements associated with portable HVAC in Appendix B, Tab 10.](#)

Q5.) Would the State award a company to just supply the fuel portion of the bid?

A5.) The State will consider awarding a company that supplies just fuel since Government Support Services reserves the right to reject any or all bids in whole or part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

Q6.) Could the State be able to pay fuel vendors quicker than 30 days? If a vendor is delivery a steady supply of all types of fuel (gasoline, diesel and heating oil) 24 hours a day, 7 days a week, most companies are not able to carry that amount of credit line on their books.

A6.) The thirty day time frame is what the Delaware Code allows as maximum time to pay. State Agencies pay invoices as soon as possible, however there different factors that affect payment times based on the individual agency's business practices. This specific contract is to be used when other existing contracts cannot meet the State's needs due to statewide emergencies or disasters. Should the emergency/disaster involve power outages and/or destruction of offices the State's financial system would be disabled making it impossible for the state to process payments of any kind. Payment times under 30 days cannot be guaranteed.

Q7.) Not sure how the State would like to be quoted on the delivered cost per gallon. Depending on the nature of the emergency the State of Delaware is in, it could affect the local or regional (DE City, Philadelphia, and/or Baltimore) fuel terminals and refineries that would be normally used to supply gas and diesel. For an example after hurricane Sandy, we were supplying fuel into New Jersey and New York from fuel terminals in North Carolina.

A7.) The State understands the delivered cost per gallon could be situation driven. Vendors are asked to provide the delivered cost per gallon for those terminals located in or in close proximity to Delaware such as those listed above. Vendors also have the option of including delivered pricing based on other terminal locations outside the geographical region by providing this cost per gallon in Appendix B, Tab 10.

Q8.) Would security be available for all fuel deliveries in a "Declared State of Emergency"?

A8.) Security availability will be situation driven. If fuel were delivered to a base camp, point of distribution or shelter, there would be controlled access procedures in effect with a security presence. However, the state could not guarantee on site security if delivery were to a local commercial fuel station.

Q9.) Would a Demurrage charge be allowed after the delivery trucks are on site after the first hour? Again, during our time helping in the recovery of Sandy, there were times that we could send a transport truck to one location, deliver into a 20,000 underground tank, and be ready to return to load another load within 40 minutes. There were other times that our truck was used as mobile storage that supplied small tank wagon trucks that were equipped with fuel nozzles to fuel first responders personal vehicles. Therefore, they would sit on site for a day or two.

A9.) The State understands there are costs associated with having vehicles remaining on site for extended periods of time. This would be situation driven. The State asks that vendors provide any applicable costs associated with demurrage in Appendix B, Tab 10.

All other terms and conditions remain the same.

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